Customizing Your Resume

**Step 1: Get the Job Announce-ment:**



**Step 2: Highlight Keywords**

**Step 3: Match Keywords to YOUR SKILLS**

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| **KEYWORDS** | **How to list a skill that relates:** |
| breakfast/lunch restaurant6:30am - 2:30pm |  |
| Host/Bus/Cashier | **This is the job title** |
| greeting and seating customers: This requires good customer service skills and the ability to find out what someone needs and where they would like to sit and then direct them there. You most likely would also get them water and tell them who their wait person is. |  |
| busing tables: This involves doing a good job cleaning tables by clearing dishes and disinfecting while wiping down the table, make sure salt/pepper/sugar are clean and ready for the next customer as well as reset the table |  |
| picking up the floor |  |
| taking to-go-orders |  |
| serving as cashier |  |
| Experience with POS (POS stands for Point of Sale for credit and debit cards) |  |
| Host/Hostess |  |
| professional appearance (No visible tattoos or visible piercing.) |  |

**Step 4: Update Your Resume**